

4-17-2023

Sanitation/Planning & Zoning/Dog Control

Meeting called to order at 6:00 P.M. by James Kuhn in the Monroe County Board Assembly Room 1st Floor - Room #1200, 112 South Court Street.

Present: Jim Kuhn, Cedric Schnitzler, Todd Sparks, Zach Zebell and Mary Cook.

Also Present: Alison Elliott-Sanitation, Zoning, Dog Control Director.

Possible Corrections and Approval of March 20, 2023 Meeting Minutes.

Discussion was held.

A **motion** was made by Todd Sparks, seconded by Mary Cook, to approve the minutes from the March 20, 2023 meeting. Motion carried: 5-0.

FEMA (Federal Emergency Management Agency) Buyout Grant update.

Alison updated the Committee on the status of the close out for the FEMA Buyout grant. She explained the grant had been split into two Sub-grants. Sub-grant 1 covered two properties on Jameson Rd and one on Hammer Rd and Sub-grant 2 covered three properties on State Hwy 27. The first sub grant for the Jameson and Hammer Rd properties is very close to being officially closed out. The final close out documentation has been signed by the County and we are just waiting on FEMA's final approval.

Sub-grant 2 final site inspection was done last year. We are just waiting on FEMA and the Department of Natural Resources (DNR) to come to an agreement on the wording that was used in the deed restrictions to proceed with the closeout. We have not heard how this is progressing since last year.

Two other properties, one on St Hwy 27 and one on Icarus Rd, were purchased with a grant from Coulee Cap that has been finalized since last year.

Sanitation & Zoning Dept Questions & Updates

Alison notified the Committee about 700 final notices for septic maintenance would be mailed out Tuesday April 18, 2023. There are about 600 first notice septic maintenance letters scheduled to be mailed May 1, 2023.

Sanitation and Zoning Permit Fees

Committee reviewed a handout of the proposed fee changes for the Sanitation Dept that was discussed last month. These changes, if approved would take affect beginning in 2024 and would be used to estimate budget revenues for 2024.

The Committee requested a copy of what will be posted in the paper as notification for these changes for clarification at next month's meeting.

A **motion** was made by Zach Zebell, seconded by Mary Cook, to approve the proposed fee increase for the Sanitation Dept to take affect January 1, 2024. Motion carried: 5-0. These changes will be forwarded to the Full County Board for Approval.

Zoning Fees were not discussed at this time.

Zoning Code Changes

Alison handed out proposed changes to the General Zoning Code Ch 47. Alison reviewed the proposed changes with the Committee. One of these changes involved creating a structure setback to a "front" property line that is not adjacent to the road. Alison explained that this situation would apply when a smaller parcel is split out of the middle of a larger parcel that adjoins the road and now surrounds the smaller parcel on all sides.

4-17-2023

The resulting “back” line of the smaller parcel currently has no required setback for buildings located on the larger parcel.

Other proposed changes involved sign setbacks from an intersection or another sign and the creation of a fee for Navigability Determinations by Zoning Department staff.

Alison briefly explained the process for amending the zoning code and fees and gave the Committee a hand out with the relative code sections for reference. Cedric requested Alison consult Corporation Counsel to see if it could be added to the Code that fees would increase by a certain percentage every year rather than set a specific amount each time.

Discussion was held.

These changes will be placed on the next month’s agenda.

Shoreland Zoning Code Changes

Alison informed the Committee that the State is developing a new model Shoreland Zoning ordinance that will incorporate the changes made to Wis. Admin. NR115 in 2022. This model ordinance should be available for adoption in the fall of 2023.

Dog Control Dept Questions & Updates

Discussion was held.

Financial Report

FINANCIAL REPORT - VOUCHERS - INTER-DEPARTMENTAL TRANSFERS – CREDIT CARD EXPENDITURES – LINE ITEM TRANSFERS – BUDGET ADJUSTMENTS

March 2023

Department Vouchers		Interdepartmental Transfers		Credit Card Voucher	
Sanitation	1,821.44	Sanitation		Sanitation Credit	
Zoning	54.00	Zoning		Zoning	
Dog Control BOA	2,180.88	Dog Control		Dog Control LR	1,008.28
Total	4,056.32				1.008.28

Discussion was held

Set Date for Next Meeting and Possible Agenda Items.

The next meeting will be held Monday, May 15, 2023 and will start at 6:00 pm in the Monroe County Justice Center Monroe County Board Assembly Room 1st Floor - Room #1200, 112 South Court Street, Sparta, WI 54656. Agenda items: (3) CUP’s.

A **motion** to adjourn was made by Cedric Schnitzler seconded by Zach Zebell. Motion carried: 5-0.

Meeting adjourned at 7:05 PM.

Recorded by Gretchen Jilek

The minutes are not official until approved by the Zoning Committee at their next regular meeting.